

DEFICIENCY PROGRESS REPORT – UPDATE 1

November 6, 2007

CUPA: CITY OF EL SEGUNDO FIRE DEPARTMENT

Evaluation Date: June 13 and 14, 2007

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Status: All deficiencies have been corrected.

Next Progress Report Due: No further update is required.

- 1. Deficiency:** Based on the Annual Single Fee Summary Reports for the last three fiscal years (FY), the CUPA is not accurately reporting the single fee amounts billed and collected and/or the total number of regulated businesses.

Preliminary Corrective Action by September 30, 2007: The CUPA will ensure that the information reported on the Annual Single Fee Summary Reports is correct.

CUPA Corrective Action (September 29, 2007): The CUPA to State Report was reviewed more closely during preparation and specific requests were made of administrative staff to provide data specific to CUPA accounts receivable and invoicing. Report 2 was hand prepared, rather than through the existing CUPA DMS and eliminates businesses not in the CUPA program. However, the City Financial Administration has eliminated the former "Quickbooks" format to invoice, and now requires a much more complex system called "Class", which hinders our ability to tally fees, invoices, and other Report 2 items. It is anticipated it will be another 2 months before the Fire Department determines the impact of this new financial software.

Cal/EPA Comments to September 29, 2007, Corrective Action:

Cal/EPA appreciates the CUPA's efforts in addressing this deficiency. While the CUPA continues to determine the full impact of the new financial software, the CUPA was still able to prepare the Annual Single Fee Summary Report 2 for FY 06/07. This deficiency is corrected; no further update is required.

2. **Deficiency:** Based on the Summary Reports, the CUPA is not accurately reporting Return to Compliance (RTC) on their Annual Inspection Summary Report 3.

Preliminary Corrective Action by August 13, 2007: The CUPA will meet with the DMS Workgroup on updating and improving the data management system (DMS). By September 30, 2007, the CUPA will ensure that the RTC information reported on the Annual Inspection Summary Report is accurate.

CUPA Corrective Action (September 29, 2007): On July 6, 2007, the CUPA DMS Developer provided observations and recommendations to correct deficiencies in the data collection of inspection statistics. A copy of his observations is attached to this submittal. Based on the recommendations made, a student assistant is tasked with organizing all files and will later conduct data entry into the CUPA DMS Data base to document hours spent on inspection other parameters which affect data quality in the automated summary. It is anticipated the student assistant will require another month to organize files, and an additional month to conduct data entry to improve data quality.

Cal/EPA Comments to September 29, 2007, Corrective Action: *The CUPA has satisfactorily corrected this deficiency; no further update is required. The CUPA is encouraged to continue to organize their facility files and ensure that the data entered into the CUPA DMS are accurate and in accordance with the recommendations made by the DMS Developer.*

3. **Deficiency:** Based on the Summary Reports, the CUPA is not accurately reporting enforcement actions taken on their Annual Enforcement Summary Report 4 for the past three fiscal years. The primary reason for the inaccurate reports has been due to data system related issues.

Preliminary Corrective Action by August 13, 2007: The CUPA will consult with the database developer for assistance to improve the DMS. By September 30, 2007, the CUPA will ensure that the enforcement actions reported on the Annual Enforcement Summary Report are correct.

CUPA Corrective Action (September 29, 2007): Data documenting Classes of violation will be entered into CUPA DMS to ensure all violations are captured and to ensure all class I violations have administrative penalties assessed against the violator. Past inspections will be reviewed and corrected and future inspections will be required to document each type of violation class for any violation. It is anticipated it will be another three months to sort through previous inspections that did not have

violation classifications identified. In addition, a procedure for documenting violations will be developed, incorporating the CUPA Forum Board guidance on conducting inspections.

Cal/EPA Comments to September 29, 2007, Corrective Action:

Cal/EPA appreciates the efforts that the CUPA has made toward correcting this deficiency. No further update is required. The CUPA is encouraged to continue to ensure all violations are captured in CUPA DMS and, subsequently, accurately reflected on the Annual Enforcement Summary Report.

- 4. Deficiency:** The CUPA failed, in one instance, to take formal enforcement in a manner consistent with state law. During the July 27, 2005, inspection of Anachem Laboratories located at 140 Standard Street, it was noted among other violations cited that waste solvents were stored onsite since 2001.

Preliminary Corrective Action (no due date specified): The CUPA has corrected this deficiency. The CUPA had recognized the lack of administrative enforcement and has already begun issuing and settling several AEOs.

CUPA Corrective Action: This deficiency was corrected at the time of the evaluation and, thus, no further update is required.